


GREENVILLE POLICE DEPARTMENT POLICY AND PROCEDURES MANUAL

Chapter 22	Compensation, Benefits, and Conditions of Work	
Date Initially Effective 09/15/94	By The Order of  Hassan Aden, Chief of Police	
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The Greenville Police Department seeks to provide and maintain a program of compensation and benefits which will attract and retain qualified personnel; offer advancement and promotional incentives; reward exceptional performance; and ensure professional police service at a reasonable cost. The Greenville Police Department through the City of Greenville provides employees with a diversified employee benefit package.

The City of Greenville Personnel Department conducts periodic reviews of the City of Greenville Salary Program. Compensation, benefits, and conditions of work are not intended to be, and should not be construed as, contracts and may be modified, decreased, deleted, or increased at any time with or without advance notice.

Personnel policies affecting Greenville Police Department employees as established by City Council is contained in the City Of Greenville Personnel Policies Manual. Employees are given a handbook of employee benefits, which summarizes the contents of the Personnel Policies Manual upon their employment. The entire manual is available to all employees upon request through the Department of Human Resources. The manual is also available by computer access. The Accreditation Manager shall maintain an updated copy of The Personnel Policies Manual.

22.1.1 SALARY PROGRAM

CALEA Standard 22.1.1

The Greenville Police Department salary program includes the basic pay schedule as adopted by the City Council. The pay plan contains a schedule of pay ranges consisting of minimum and maximum rates of pay and intermediate steps for all classes of positions included in the classification plan. Pay ranges are intended to furnish administrative flexibility in recognizing individual differences among positions allocated to the same class, in providing employee incentive, and in rewarding employees for meritorious service.

The Greenville Police Department salary program, pursuant to City Of Greenville Personnel Policies, Article III, The Pay Plan, includes the following elements:

- Entry Level Salaries
- Salary Differential Within Ranks
- Salary Differential Between Ranks
- Salary Level for Those with Special Skills
- Salary Level in Recognition of Performance
- Compensatory Time
- Overtime
- Provisions for Salary Augmentation

Salary Program Elements

Greenville Police Department salary program elements are determined and applied according to the following:

- Wage and benefit surveys conducted by the City of Greenville Personnel Department
- Job duties and responsibilities
- Analysis of knowledge, skills, and abilities required for each job classification
- Employee performance evaluation
- The Chief of Police in consultation with the City Manager

Salary Augmentation

The Greenville Police Department salary program, pursuant to City Of Greenville Personnel Policies, Article III, The Pay Plan, includes provisions for salary augmentation as follows:

- Overtime Pay
- Longevity Pay
- Temporary Pay for Special Assignments
- Merit
- Holiday Pay
- Emergency Call Back
- Compensatory Time
- Senior Equalization Program
- Declared Emergency

All overtime pay, emergency call back, and compensatory time will be documented on an EXCEPTION TIME CARD and reflected on the pay sheet. The signed exception time cards shall be submitted along with the payroll sheets at the end of each pay period.

22.2.1 LEAVE BENEFITS (SOP 22-2-11)**CALEA Standard 22.2.1**

The Greenville Police Department salary program (Attachment B), pursuant to City Of Greenville Personnel Policies, Article III, The Pay Plan, Section 20 and Article VI, Employee Benefits, details employee fringe benefits including authorized employee leave. Personnel requesting leave must complete a "Leave Request Form" and forward it to their respective supervisor. The form should indicate the type of leave being requested. Greenville Police Department permits the following types of leave.

- Vacation (Annual)
- Holiday
- Sick
- Maternity
- Military
- Vacation in Lieu of Holiday
- Compensatory
- Leave Without Pay
- Administrative
- Worker's Compensation
- Civil
- Educational
- Family Medical
- Parental Involvement in School

All leave requests shall be documented electronically and the signed leave slips submitted to the Administration Bureau Staff Support Specialist at the end of each pay period.

Administrative Leave

The Chief of Police has the discretionary authority to grant administrative leave with or without pay for Greenville Police Department employees. Circumstances and conditions under which administrative leave may be granted shall include but are not limited to:

- Police Officer-involved Shootings
- Personnel Involved in Internal Affairs Investigations
- Civil Leave

Holiday Leave

The Greenville City Council designates paid holidays to include:

- New Year's Day

- Martin Luther King's Birthday
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving (Thursday and Friday)
- Christmas (two days)

Sick Leave

The City Of Greenville Personnel Policies Manual, Section VII, Leaves of Absence, explains how sick leave may be earned, accumulated, and used by City employees. Personnel requesting emergency sick leave shall contact the respective supervisor as soon as possible, by actual voice contact. Voicemails, texts, and e-mails are not permissible forms of contact.

Vacation Leave

The City Of Greenville Personnel Policies Manual, Section VII, Leaves of Absence, explains how vacation leave may be earned, accumulated, and used by City employees.

22.2.2 RETIREMENT**CALEA Standard 22.2.2**

Each full-time employee shall be required to join the North Carolina Local Governmental Employee's Retirement System as a condition of employment. Sworn personnel receive additional retirement benefits through the North Carolina's Law Enforcement Benefit and Retirement Fund.

Retirement benefits are summarized in the City of Greenville Personnel Policies Manual and described in greater detail in Your Retirement Benefits, an employee handbook published by the North Carolina Local Governmental Employee's Retirement System. Benefits are administered through the state retirement system.

Employees must meet the conditions set forth under the provisions of the Local Government Employee's Retirement System and/or the North Carolina Law Enforcement Officer's Benefit and Retirement Fund in order to receive benefits from these retirement plans.

22.2.3 HEALTH INSURANCE**CALEA Standard 22.2.2**

The City of Greenville will make available to its eligible employees and their dependents a basic group health and hospitalization insurance plan. The City will share in the premium costs for employees and their eligible dependents according to a schedule set by City Council.

The City Of Greenville Personnel Policies Manual, Article VI, Employee Benefits, describes the conditions of enrollment and participation of employees in the City's group health insurance programs.

22.2.4 DISABILITY AND DEATH BENEFITS**CALEA Standard 22.2.2**

The City Of Greenville Personnel Policies Manual, Article VI, Employee Benefits, describes the conditions and circumstances of disability benefits and death benefits provided to employees of the Greenville Police Department. Death benefits are provided by the City through group life insurance. All city employees receive, at no cost to them, one times the employee's base annual salary rounded up to the next highest thousand. Optional life insurance is available at cost to employees who desire additional

life insurance. City employees may accumulate up to the annual vacation leave time that can be earned in two calendar years. Upon death, eligible accumulated leave is payable to an employee's beneficiary.

Additional death benefits are provided to sworn employees administered through the state and federal government Line of Duty Death Benefits. Under the provisions of the North Carolina Local Governmental Employees' Retirement System, the City has elected to provide death benefits at no cost to the employee. Payment shall be made to the member's designated beneficiary in an amount equal to the compensation earned in the previous twelve months or last calendar year, subject to a maximum of \$20,000. Optional payment plans are available to some beneficiaries subject to the rules and regulations which govern the retirement system.

After five years of credible service, an employee who becomes totally and permanently disabled from working may apply for Disability Retirement Benefits under the provisions of the Retirement System. Disability retirement is subject to approval by the Retirement System Medical Review Board.

The city offers a Disability Income Plan. Participation is voluntary, employee funded, and available through payroll deduction. A full explanation of the Disability Income Plan is available to employees upon request from the Department of Human Resources.

22.2.5 PERSONNEL SUPPORT SERVICES

CALEA Standard 22.2.3

The City of Greenville Director of Human Resources, the Benefits Administrator, and other support personnel within the Department of Human Resources are jointly responsible for facilitating the provision of all employee benefits and personnel support services.

Services provided by the Human Resources Department include the dissemination of information about employee benefits to employees and assistance to the employee in the event of injury or death to the employee or a family member.

Personnel within the Human Resources Department coordinate employee participation in the City of Greenville Employee Assistance Program. The Employee Assistance Program extends support to employees experiencing non-job related problems that may impair their work performance, health, and well being. Such problems include family or marital difficulties, financial problems, alcohol or drug problems, and emotional problems such as depression or anxiety.

The City makes available various other benefits and services which may be selected to meet the needs of individuals. Participation is voluntary. Such benefits include:

- Deferred Compensation Plans
- Credit Union Membership
- Dental Reimbursement (up to stated maximums)
- Flex pay
- Personal Safety Equipment
- Service Awards
- Leave Time to Participate in Blood Donations
- Employee Parking

22.2.6 PERSONAL IDENTIFICATION

CALEA Standard 22.2.7

Upon employment, all Greenville Police Department employees, reserves, and volunteers are issued a proximity/ identification badge that allows access to secure police facilities and a personal identification card. Additionally, all employees and reserves are issued identification cards and have a unique badge/radio identification call number assigned to them.

Proximity/identification badges and cards are identical in appearance. Information provided on the GPD identification badge and card includes the following information:

- Employee's photograph
- Employee's name and physical descriptors
- Employee's badge (call) number
- Employee's rank or position or "Volunteer" when appropriate
- Date appointed
- Greenville Police Department and City of Greenville identifiers

Additionally, uniformed officers are required to wear their issued name tag as part of their uniform as specified in Chapter 41, Section 41.3.1.

All identification badges and cards are the property of the City of Greenville and are issued to the employee indicated. Cards are to be returned upon termination of employment or conclusion of assignment or duty. Lost or stolen cards should be reported to the Community Services Supervisor as soon as possible. The supervisor will terminate access rights on proximity cards and issue replacements.

All employees, sworn or civilian, shall furnish their name, any applicable badge or identification number, and their assignment to any person requesting such information regarding matters in which the employee was acting in an official capacity. Names of employees will be given in sufficient form to fully identify the employee. Failure to do so is considered a Class I violation as outlined in Chapter 26, Section 26.1.2, Code of Conduct and Appearance. The only exception is if the release of the information jeopardizes a covert operation.

22.2.7 ASSISTANCE TO DEPARTMENT PERSONNEL AND FAMILIES

CALEA Standard 22.2.4

It is the responsibility of the Greenville Police Department to provide appropriate assistance to police officers and other employees, and their families, following line-of-duty deaths or serious injuries. When an employee suffers a life-threatening injury or is killed in the line-of-duty, the employee's supervisor shall request the Communications Center to notify the Chief of Police and the Command Staff. Each sworn member of the police department is requested to complete a "Personal Information Form" that will be updated annually and securely maintained by the Department's Victim's Advocate Office. The Personal Information Form will contain pertinent information on the officer's family contacts, personal requests, special funeral requests, benefit information, etc. and will only be used in the case of an officer's death or serious injury when the Department feels it may be of some assistance following a critical incident. The Personal Information Form is also made available to civilian employees for their participation.

The Chief of Police or the Officer in Charge of the Department will be responsible for making personal notification to the employee's family. The Chief of Police may make notifications in person or designate the Deputy Chief, or a Division Commander to make the notification in person. The following notification guidelines should apply:

- Notification should not be delayed
- Notification should not be made alone
- Upon arrival at the family residence, notification should be made inside the residence, not outside or at the doorstep
- The notification should be straightforward and relay as much information as possible
- The persons making the notification should be prepared for a variety of emotions and reactions

Upon notification, if the employee's family wants to go to the hospital, the persons making the notification shall provide transportation in Greenville Police Department vehicles. If the family wants to drive a personal car, the persons making the notification shall provide a driver for the family. The persons making the notification should inform the Communications Center that the family is going to the hospital.

The persons making the family notification should arrange for a police officer to stay at the family's home in case young children are present and need to be watched, and until such time as a Greenville Police Juvenile Officer can respond and assume those duties.

The Police Spokesperson or Deputy Chief shall verify that the employee's family has been officially notified by the department before releasing the name of the employee to the media.

When an employee is killed in the line-of-duty, the Chief of Police shall appoint a police officer to act as liaison to the employee's family during the initial hours and days following the death. The liaison shall serve as an advocate for the family to ensure the City's responsibilities to the family are fulfilled. The liaison shall verify that the family is receiving the available city, state, and federal benefits, including (but not limited to) psychological counseling through the City of Greenville Employee Assistance Program, the applicable continuation of health insurance benefits, and all applicable life insurance settlements. The liaison will also be responsible for coordinating the department's involvement in the funeral or other services, consistent with the desires of the family.

When the employee's death is the result of criminal activity, the liaison will be responsible for keeping the family informed of the status of any criminal investigation and/or prosecution. The following guidelines should apply:

- The family should never hear of court or investigation proceedings from the news media before they hear from the liaison.
- The family has the right to know, and should be told about the details of the incident that caused the employee's death. If release of the information to the family could damage a court case, then the liaison should inform the family of that fact, then inform them of the details at the earliest possible moment when release would not damage a court action. The liaison should verify that the family's rights as victims are being upheld. The liaison should coordinate their efforts with local Victims' Advocate Programs.

The liaison should accompany the family to all court proceedings to provide support for the family and to represent the Department. The liaison should also be available to provide transportation to and from court. Other employees of the department should be encouraged to attend court proceedings to show support for the family and to represent the department. Nothing herein, however, shall be construed to require employees to attend such proceedings.

The liaison will be responsible for conducting periodic follow-ups with the family after the funeral:

- To verify that survivor benefits have been received in a timely manner
- To coordinate the provision of incidental services to the family, including but not limited to, child care and transportation
- To include the family in Departmental functions as long as the family so desires. The liaison should be mindful that the family may eventually wish to discontinue their ties with the department and should respect the family's wishes.

Police Chaplain Program

Employees of the Greenville Police Department and their families have access to a chaplain through the G.P.D. Police Chaplain Program. The mission of the Police Chaplain is to provide a ministry of guidance and counseling to all members of the Department upon request. Guidance and counseling will be provided in matters of spiritual, personal, family, health, employment, and financial matters. The Police Chaplain will perform such duties as to contribute to the nurture and enhancement of members' spiritual, personal, private, and professional lives. The Police Chaplain's duties will be performed in the position of a "minister" and all duties performed shall be at the request of the individual receiving assistance.

The goal of the Chaplain Program is to offer professional assistance to employees of the Greenville Police Department and their families when requested in personal/family matters to alleviate or manage stress that could be destructive to personal life and family relationships and to yield greater personal fulfillment and satisfaction amid the stresses peculiar to the life of the employee and his/her family.

- Assistance available through the services of the Police Chaplain shall provide for the following:
- The Chaplain will be available to members of the Department and/or their families to assist in matters of personal or family concern or crisis.
- The Chaplain will hold in strictest confidence all matters of a personal and private nature.
- The Chaplain will respond to the hospital in the event that personnel from the Police Department are injured or killed.
- The Chaplain will be available to assist in making notifications to families of personnel who have been injured or killed in the line of duty.

- The Chaplain will also be available to assist in death notifications of special concern that occur in the City and within the Police Department's jurisdiction.
- The Chaplain will be available to assist a member of the Department or the family of that member in making final arrangements should a death occur.
- The Police Chaplain will be available to conduct weddings, memorial services, and funerals.
- The Police Chaplain will maintain regular established hours whereby he/she can be contacted by phone, police radio, pager, or in person.
- The Chaplain is on call twenty-four hours each day, seven days a week, and is available to assist in emergencies during all times.
- The Chaplain is also available to assist in situations whereby the possibility of injury to personnel is high, such as barricaded persons, hostage situations, attempted suicides, riots, demonstrations, etc.
- The Chaplain shall bear legitimate Police Department identification.
- The Chaplain may periodically and randomly ride with officers during the performance of their duties at the discretion of the on-duty supervisor.
- At no time shall a police Chaplain be permitted to carry a firearm while wearing Police Department identification or while riding with officers in the performance of their duties.

Additional information about the Police Chaplain Program concerning the requirements, responsibilities, and duties of the Chaplain may be found in the Greenville Police Department Police Chaplaincy Program Manual.

22.2.8 LIABILITY PROTECTION

CALEA Standard 22.2.2

It is the policy of the Greenville Police Department through the City of Greenville to provide for the defense of police employees for acts or omissions allegedly committed while in the course and scope of the employee's duties and assignments that could lead to civil actions against them. General provisions and limitations of liability protection are outlined in the City Of Greenville Personnel Policies, Article VI, and "Employee Benefits". Specific provisions and limitations are contained in the contract for liability protection maintained by the City of Greenville Risk Administrator within the Human Resources Department. The Risk Administrator reviews the liability plan annually as part of the City of Greenville's overall liability protection plan.

22.2.9 CLOTHING AND EQUIPMENT ALLOWANCE

CALEA Standard 22.2.5

The Greenville Police Department supplies uniforms and equipment to all sworn employees of the department. Uniforms or equipment worn out through normal usage and laundry will be replaced by the authorized uniform supplier at no cost to the employee.

The Greenville Police Department provides an annual clothing allowance to all police officers that are required to wear civilian clothing as part of their regular duties. The exact amount of the allowance will be determined each year during the budget preparation process.

Specific policies and procedures of the Greenville Police Department concerning uniforms and equipment are detailed in the Greenville Police Department's Policy and Procedures Manual, Chapter 41, Section 41.3.1 "Uniform Specifications."

22.2.10 EDUCATIONAL BENEFITS

CALEA Standard 22.2.2, 33.8.4

The value of employees to an organization is enhanced by their continuing education. Therefore, the Greenville Police Department encourages the pursuit of higher education by members of the Department.

The CITY OF GREENVILLE PERSONNEL POLICIES MANUAL describes the conditions and circumstances under which an employee may participate in the City of Greenville "Education Tuition Assistance Program (ETAP)," which provides tuition and expense reimbursement to employees seeking college degrees that are supportive of their positions. The requirements and limitations are detailed in the PERSONNEL POLICIES MANUAL, ARTICLE VI, EMPLOYEE BENEFITS, Section 12 and 13; and ARTICLE VII, LEAVES OF ABSENCE, Section 10.

Educational benefits include:

- Leave
- Scheduling Adjustments
- Tuition Reimbursement

With prior approval of the immediate supervisor, a Greenville Police Department employee may use authorized leave and meal breaks to attend classes for college credit during working hours. While attending classes during working hours, the following provisions shall apply:

- Police officers are subject to call out from classes
- Police officers shall notify their respective supervisors of the time and location of classes

22.2.11 EMPLOYEE ASSISTANCE PROGRAM

CALEA Standard 22.2.6

An Employee Assistance Program, managed through the City's approved insurance provider, is made available to all employees of the police department through the City of Greenville. This program is designed to assist in the identification and resolution of problems, both personal and job related that might adversely affect an employee's personal or professional well-being or job performance. These personal concerns may include, but are not limited to, marital, financial, alcohol or drugs, emotional, legal, etc. The intent of the program offered is to identify the problem at the earliest possible stage, motivate the employee to seek help, and direct the employee to the appropriate assistance.

All employees are provided with information on obtaining program services upon hire and are encouraged to use the confidential Employee Assistance Program voluntarily when they need professional help or guidance. The Chief of Police may mandate that an employee participate in the program if a need has been identified through performance evaluations, internal investigations, supervisory referrals, etc.

All supervisors must be alert to any changes in job performance and behavior patterns of all subordinate personnel. All supervisors will receive Employee Assistance Program training and be aware of the behaviors that may suggest the need for a referral, as well as the appropriate referral methods. An Employee Assistance Program Supervisor's Manual, available for review, explains the supervisor's role and responsibility, identifies the signs and signals of job deterioration, explains program policy and procedures, and includes protocol for supervisory referrals.

22.3.1 PHYSICAL EXAMINATIONS

CALEA Standard 22.3.1, 22.3.3

Health and fitness levels are known to affect job performance. A physical examination is a good diagnostic tool for determining health and fitness levels; therefore, all new sworn employees shall successfully pass a medical examination as outlined in Chapter 32 of the Policy and Procedures Manual.

For the purpose of maintaining medical information, evaluation and comparison to previous physical examinations, and to bring attention to areas of concern or deficiency, it is equally valuable for sworn personnel to undergo periodic physical examinations. Therefore, all full-time sworn employees shall participate in periodic physical examinations at no cost to the employee at the request of the Chief of Police.

Non-sworn employees are not required by the Greenville Police Department to submit to physical examinations; however, the City of Greenville provides through the City benefit package coverage for an annual physical examination for all employees.

If sworn personnel of the Greenville Police Department are requested to complete a physical fitness screening, refusal to participate will be considered as a failure in performance of duties and willful disobedience of a direct order. Disciplinary action is outlined in Chapter 26 of the Policy and Procedures Manual.

Scope of Examination - Level I Evaluation

- Blood work (**Coronary Risk Profile**)
- Blood Pressure
- Pulse Rate
- Height
- Weight
- Body Composition (7-site skin fold method)
- *Resting Electrocardiogram
- Pulmonary Function
- Vision
- Physical Examination (Respirator Physical Included)

*Exercise Electrocardiogram may be performed if warranted by the Physician

Scope of Examination - Level II Evaluation

- Blood work (**Executive II Profile**)
- Blood Pressure
- Pulse Rate
- Height
- Weight
- Body Composition (7-site skin fold method)
- *Resting and Stress Electrocardiogram
- Pulmonary Function
- Vision
- Physical Examination (Respirator Physical Included)

Supplemental tests necessitated by inconclusive ECU-HPL test results will be authorized by the City and will be performed by a physician of the City's choice, and all tests results and attending fees will be forwarded to the City. The attending fees will, with the assistance of the employee, be filed on the City's health insurance program; any non-covered expenses will be billed to the City for payment.

Supplemental tests shall be defined as those preliminary screening and diagnostic procedures necessary to determine the individual's health status to return to work. Tests designed to clarify the extent of problems, to evaluate the most appropriate treatment, or to provide treatment do not fall within the broad definition of preliminary screening/diagnostic for purposes of this section. However, this health maintenance program will be subject to the normal coverage rules of the City of Greenville Group Health Insurance Plan.

Should the referred employee wish to consult with his/her personal physician, he/she may do so conditional upon the physician's agreement to forward all examination and test results to the City's physician and upon payment of all attending fees by the employee with no City participation in the cost.

Health information shall be maintained by the City as a separate confidential record for each individual member. Included in this file shall be the results of regular and special medical tests, any occupational illnesses or injuries, and any events that expose the individual to known or suspected hazardous materials, toxic products, or contagious diseases.

The Chief of Police and the Director of Personnel shall, in consultation with the physicians, make the determination on whether a medical condition is short-term with minimal to no residual effects, long-term but can be accommodated with adherence to proper medical treatment, or long-term and not likely to meet with performance requirements. Efforts will be made to assist members in their rehabilitation and to facilitate their return to full active duty, limited, or light duty where possible.

22.3.2 GENERAL HEALTH AND PHYSICAL FITNESS CRITERIA

CALEA Standard 22.3.2, 22.3.3

Physical fitness should be a personal and professional goal of every employee of the Greenville Police Department which minimizes the potential for personnel shortages caused by excessive sick leave. Sworn employees have a greater need for maintaining a physically fit and healthier lifestyle due to the very nature of their job and the physical expectations that come with the job. Therefore, sworn employees are expected to maintain a level of general health and physical fitness, which allows for work to be performed efficiently and overall physical wellness should focus on exercise and nutrition, as well as, preventive screening. Police officers essential job functions, require that they be able to pursue fleeing suspects; enter and exit quickly patrol vehicles; carry and drag heavy objects; jump down from elevated surfaces; climb through openings; jump over obstacles; use bodily force to gain entrance through barriers; crawl in confined spaces; and balance on uneven or narrow surfaces.

In support of overall physical wellness, the Greenville Police Department encourages the use of facilities and programs aimed at improvement in nutrition habits and the maintenance of physical strength and flexibility. Personnel in the Greenville Police Department have access to, without cost to the employee, cardiovascular and strength building fitness equipment through the in-house gymnasium and through automatic membership in the Greenville Aquatics and Fitness Center. The Department maintains a certified Physical Fitness Instructor, which serves in the capacity of a trained coordinator for those employees voluntarily seeking to improve their level of physical fitness. Additionally, through membership in the Greenville Aquatics and Fitness Center, personnel have access to classes on health related issues and trained physical fitness professionals.

Employees are encouraged to attend the annual health fair at the Aquatics and Fitness Center where health and fitness related information is presented and screening test are provided either free of charge or for a nominal fee.

Criteria for general health and physical fitness as set forth by the Institute for Aerobic Research shall be made available to all police officers upon request.

22.3.3 COURTESY OFFICER PROGRAM

The Greenville Police Department allows officers to participate voluntarily in the Courtesy Officer Program. This program permits sworn employees to reside in multi-family communities or housing within the City limits at reduced or free rent as in exchange for courtesy law enforcement services or presence. Sworn personnel interested in becoming a courtesy officer must complete an Application for Courtesy Officer Form and forward the form through the chain of command to the Chief of Police. Upon approval, the applicant shall complete the Acknowledgement of Duties and Restrictions form. Both forms shall be forwarded through the chain of command and the originals maintained in the applicant's personnel file.

To be eligible to participate in the Courtesy Officer Program sworn personnel must have completed their probationary period.

The Courtesy Officer position shall not interfere, conflict with, or bring discredit to the Greenville Police Department. Courtesy Officers shall confine their duties to those of a law enforcement nature and are prohibited from:

- Participating in the collection of rent/bad checks
- Participating in eviction notifications
- Enforcing complex rules, regulations, or policies
- Responding to calls after consuming alcohol
- Responding to calls while on-duty unless dispatched
- Becoming involved in personal disputes

Courtesy Officers shall:

- Complete the Acknowledgement of Duties and Prohibitions Form
- Notify Communications of a call if unable to respond
- Notify their immediate supervisor if no longer participating as a Courtesy Officer

22.3.4 OFF-DUTY EMPLOYMENT

CALEA Standard 22.3.4

Off-duty employment is defined as any secondary employment that is not conditioned on the actual or potential use of law enforcement powers by the off-duty employee.

Greenville Police Department employees may engage in off-duty employment including self-employment, subject to the following limitations.

The off-duty employment shall not interfere, conflict with, or bring discredit to the Greenville Police Department. Employees shall not engage in off-duty employment that requires the employee to:

- Serve or sell alcoholic beverages
- Perform work as bouncers, doormen, or cashiers at nightclubs or bars
- Perform work for insurance agencies, collection agencies, private investigators, attorneys, bail bond agencies, or taxi companies
- Perform work with wreckers or service stations that contract services with the City of Greenville
- Work or openly associate with convicted or known criminals
- Work an amount of time above those hours required for regular duty with the Police Department that interferes with the quality or expectations of the employee's position with the City. Sleep deprivation, decreased work performance, tardiness, or other similar job performance issues may be reason enough for a review of the employee's off duty work hours.

Employees seeking to engage in off-duty employment shall complete an Application for Secondary Employment Form and forward the form through the chain of command to the Chief of Police. Final approval of off-duty employment will be at the discretion of the Chief of Police.

22.3.5 EXTRA-DUTY EMPLOYMENT

CALEA Standard 22.3.5

Extra-duty employment is defined as any secondary employment that is conditioned on the actual or potential use of law enforcement powers by the officer-employee. Extra-duty employment is managed and controlled by the Department.

Greenville Police Department full-time, sworn personnel may engage in Department approved extra-duty employment upon their release from field training after approval is received through the chain of command. Reserve Officers who have completed the full field training may work those jobs that are available after full-time sworn personnel have been assigned jobs. Extra-duty hours worked by a reserve officer are not in lieu of the required monthly eight (8) reserve officer hours. Extra-duty work is prohibited outside the jurisdictional boundaries of the City of Greenville.

Police officers shall not engage in extra-duty employment that interferes, conflicts with, or brings discredit to the Greenville Police Department. Police Officers shall not engage in extra-duty employment that requires the employee to:

- Serve or sell alcoholic beverages
- Perform work as bouncers, doormen, or cashiers at nightclubs or bars
- Perform work for insurance agencies, collection agencies, private investigators, attorneys, bail bond agencies, or taxi companies
- Perform work with wreckers or service stations that contract services with the City of Greenville
- Work or openly associate with convicted or known criminals

- Perform extra-duty work that would require the employee to work more than sixteen hours within a twenty- four hour period. If exigent circumstances exist, approval to work hours that may exceed the sixteen hour limit must be approved by the appropriate Bureau Commander.

Extra-duty employment assignments shall be subject to approval and review at the discretion of the Chief of Police or their designee. Under the direction of the Professional Standards Commander, the Extra-Duty Coordinator shall oversee adherence to Greenville Police Department policies and procedures, loss of eligibility to work extra-duty assignments, and complaints or grievances concerning extra-duty work assignments.

Police officers are not to accept assignments directly from businesses. All communication from businesses must be directed to the Extra-Duty Work Coordinator. The Extra-Duty Work Coordinator will be responsible for assigning extra-duty jobs to police officers and maintaining on file the records of extra-duty assignments for a period of not less than one year to include:

- Date and time of job assignments
- Names of police officers assigned to jobs
- All billing invoices
- Extra-Duty Business Contracts

Eligibility to Participate in Extra-Duty Employment

If an officer fails to report for an extra duty assignment, an inquiry shall be conducted by the officer's immediate supervisor. If the officer is found to have been negligent, the officer will be subject to disciplinary action pursuant to Greenville Police Department Policy and Procedures.

Extra - Duty Employment Conditions

- Police Officers who submit an Extra-Duty Request Form will be considered for all assignments before those who have not submitted a form.
- Assignments made available after schedules are completed will be distributed on an impartial basis.
- Police Officers are required to mark in-service (10-41) and out-of-service (10-42) when beginning and ending any extra duty job. Failure to do so may result in non-payment of hours if a business questions your presence.
- Police vehicles may not be used to transport persons during off-duty work.
- Police officers working extra-duty assignments shall be accountable for their actions in the same manner as they would be for their regular work assignments.
- Police Officers shall not work extra-duty jobs during meal breaks.
- Police Officers may not return to work at the Greenville Police Department on the same day after leaving to work an extra -duty assignment.
- Police Officers who are more than fifteen minutes late when reporting to an assigned job will notify the Extra Duty Coordinator of the time they marked 10-41 and began their duties. Pay will be deducted in fifteen minute increments as would be calculated for regular duty work.
- Failure to notify the Extra- Duty Coordinator of a time change will result in disciplinary action.
- Police Officers engaged in extra-duty assignments are responsible for compliance with all state and federal laws applicable to reporting earned income.

Police Officers seeking to engage in extra-duty employment shall:

- Complete the Application Form for Secondary Employment
- Complete an Extra-Duty Work Request Form and forward the form to the Extra-Duty Work Coordinator not later than the **15th** of the month prior to the period of extra-duty employment requested
- Be responsible for working all extra-duty assignments received; or, be responsible for locating another police officer to work the assignment
- Not trade assignments with other officers except for reasons of illness, emergencies or work conflicts. All trading of assignments will be subject to the approval of the Extra-Duty Work Coordinator.
- Complete all required paperwork when work assignments are changed.
- Report to assignments at the scheduled time; tardiness of 15 minutes or more for all escorts and 30 minutes or more to all other jobs will be considered the same as a failure to work the assigned duty
- Review any special requests or work conditions related to a specific job prior to working the job and comply with the secondary employer's requests once they have been approved by the job coordinator.

- Notify the Extra-Duty Work Coordinator as soon as possible before or after failing to report to a scheduled assignment.
- If the extra-duty is a downtown assignment and the assigned officers gives the assignment to another officer then the patrol administrative assistant or an IMPACT supervisor shall be notified immediately of the change.

22.3.6 LIGHT DUTY ASSIGNMENTS (SOP 22.3.5)

A limited amount of temporary light duty assignments may be provided for full-time employees who are injured or ill and temporarily unable to carry out their regular assignment, but can perform alternative duty. The decision to allow assignment to a light duty position shall remain with the Chief of Police or his/her designee. To that end, temporary light duty can provide these members with an opportunity to remain productive while recuperating. It can also provide a work option for officers who may otherwise risk their health and safety or the safety of others by remaining on duty when physically or mentally unfit for their regular assignment. Therefore, it is the policy of this Department that eligible personnel are given a reasonable opportunity to work in available temporary light duty assignments as provided under these guidelines.

Priority shall be given to those employees who are injured on-duty. If all the positions for light duty are filled and one of those positions is occupied by an employee who was not injured on-duty then any additional request received by an on-duty injured employee shall take precedence. The employee who was not injured on-duty but was in a light duty assignment shall lose their light duty status until such time another light duty assignment is vacated. This policy does not exclude the possibility that other needs within the Department may arise that would allow additional light duty positions. Only the Chief of Police or designee is authorized to exceed the amount of light duty positions. This policy shall not affect transfers of employees that meet the operational needs of the Department, but which are unrelated to physical limitation or condition of the employee.

This policy does not affect the privileges of employees established under the provisions of the Family and Medical Leave Act, Fair Labor Standards Act, Americans with Disabilities Act, or other applicable federal or state laws.

General Guidelines

Employees and supervisors shall follow the specific guidelines that cover light duty and Worker's Compensation as outlined in SOP 22.3.5, Attachment A. Employees on light duty shall provide weekly updates as to their current medical status to their immediate supervisors and their Bureau Commander. Employees shall at all times adhere to the medical restrictions they have been given while on-duty and off-duty. Temporary light duty positions are limited in number and variety. No specific position within this Department shall be designated for use exclusively as a temporary light duty assignment. All assignments will be based upon operational needs of the Department and available funding. Light duty assignments are strictly temporary and normally should not exceed three (3) months in duration. After three (3) months, personnel on temporary light duty who are not capable of returning to their original assignment shall present a request for extension of temporary light duty, with supporting documentation, through the chain of command to the Chief of Police or his/her designee. Personnel who are injured or otherwise temporarily disabled in the line of duty shall be given preference in initial assignments to light duty. Personnel who undergo non-disciplinary administrative action or are involved in a non-duty related injury, illness, or temporary disability will be considered for light duty assignment based on operational needs and with the approval of the Chief of Police. Light duty assignments shall not be imposed as a disciplinary action and assignments may be changed at any time, if deemed in the best interest of the Department.

Assignment to temporary light duty shall not affect an employee's pay classification, pay increases, promotions, retirement benefits, or other employee benefits.

Sworn employees on temporary light duty are prohibited from engaging in outside employment (including extra-duty work) in which they may reasonably be expected to perform functions that form the basis for their temporary light duty assignment. All outside employment (including extra-duty work) must be reported to, and approved by, the Chief.

Depending upon the nature and extent of the injury or illness, an employee on temporary light duty may be restricted from wearing the Departmental uniform, carrying their assigned service weapon, driving and/or riding in a police vehicle, and/or employing police powers as determined by the Chief of Police or his/her designee.

Employees may not refuse temporary light duty assignments that are consistent with the recommendations of an attending physician or certified healthcare provider. Employees may request a change in their light duty assignment in writing through their chain of command to the office of the Chief of Police or his/her designee. However, the written request may be denied if alternative light duty positions are not available, the requested change does not conform to the employee's medical limitations, or the requested change does not meet the operational needs of the Department.

Temporary Light Duty Assignments

Temporary light duty assignments may be drawn from a range of technical and administrative areas that include, but are not limited to, the following: desk assignments, administrative functions, clerical functions, and assignment to the Communications Center.

In addition to considerations included in this policy, decisions on temporary light duty assignments will be made based upon the availability of an appropriate assignment given the Department's assessment of the employee's knowledge, skills, and abilities. The availability of light duty assignments and the medical limitations imposed on the employee will also be considered.

Every effort will be made to assign employees to positions consistent with their rank and pay classification. However, where appropriate employees deemed may be assigned to positions designated for personnel of lower rank or pay classification. Employees thus assigned shall retain the privileges of their rank, but shall report to the supervisory personnel of the unit to which they are assigned with regard to work responsibilities, performance, and supervision.

Requests for Assignment to Temporary Light Duty

Requests for temporary light duty assignments shall be submitted in writing to the employee's immediate supervisor. Requests will be accompanied by a statement of medical certification to support the requested reassignment and must be signed by either the treating physician or other licensed healthcare provider. The certificate shall include an assessment of the medical conditions, its probable duration, prognosis for recovery, and nature of work restrictions. The Department may request that the employee provide supplemental information from the treating physician concerning the ability to perform certain assigned tasks.

The request for temporary light duty and the physician's statement shall be forwarded through the employee's chain of command to the Chief of Police or his/her designee, who shall make a decision regarding the assignment.

The Department may, at the expense of the City of Greenville, require that the employee submit to an independent medical examination by a health care provider of the Department's choosing. In the event the opinion of this second health provider differs from the initial health provider, the employee may obtain a third opinion at the employee's expense.

The third opinion will be given to the Department's healthcare provider. If this opinion also differs from that rendered by the Department healthcare provider, the Department healthcare provider will contact the physicians to review the information obtained and the methods employed in all the medical examinations. This review, in conjunction with the other two medical practitioner's opinions, will be grounds for a final determination.

As a condition of continued assignment to temporary light duty, employees will be required to have their medical care provider review their job description and light duty job description periodically or whenever there is a change in the employee's condition.

Notice from a Supervisor

Absent a request, an employee may be placed on temporary light duty if any supervisor or supervising member of the Department becomes aware of a physical limitation or condition that makes the employee temporarily unable to perform his/her duties. In such instances, the policy contained herein will also apply.

Unavailability of Temporary Light Duty Assignment

When appropriate temporary light duty assignments are unavailable, employees may pursue other forms of medical, disability, or family leave as provided by the Department, City of Greenville, and state or federal law. Such unavailability shall not affect employees currently receiving Workers Compensation benefits.

Pregnant Employees

Pregnant Employees will be removed from their assigned position upon their request, if the Department receives written notification from the employee's physician that continuing in the position could prove detrimental to the health of the employee or unborn child.

Pregnant employees who wish to continue working their regular duty assignment must provide written documentation from their attending physician acknowledging the physician's familiarity with the duties and confirming that no restrictions are necessary. Pregnant employees shall be permitted to continue working approved regular duty *or* temporary light duty assignments until such time as a physician recommends that work be curtailed.

Pregnant employees are eligible for temporary light duty assignments consistent with this policy.

22.3.7 SEPARATION FROM THE DEPARTMENT

Throughout the course of employment, personnel are issued a variety of equipment, supplies, and/or uniforms that must be returned to the Department upon separation. Additionally, the employee may have questions concerning benefits or issued equipment that will need to be addressed on a case-by-case basis.

This policy is intended to outline specific procedures for employees at the time of their separation of employment from the Department.

Office of the Chief of Police

The Chief of Police has the authority and discretion to allow an employee to maintain possession of a specific item(s). All employees, regardless of the reason for separation, are required to attend an exit interview with the Chief of Police.

Benefits

Through an exit interview with the City of Greenville's Human Resources Department, the employee is informed of any matters involving salary and benefits that were provided through the City of Greenville during their employment. Refer to, *Chapter 22, Compensation, Benefits, and Conditions of Work* for further.

Uniforms, Equipment, and Supplies

Any employee, who shall become a former employee through retirement, termination, or other voluntary separation unless previously authorized, shall return all issued or assigned equipment, uniforms, or supplies with 72 hrs of separation to the following designated personnel:

Personnel/Recruitment

- Shirts
- trousers
- Winter coat(s)
- Uniform hat(s)
- Hat badge(s)
- Ties
- Toboggan(s)
- Raincoat(s)
- Leather gear set
- Handcuff(s)
- Traffic vest(s)
- Whistle(s)
- Flashlight(s)
- Badge(s)
- Name tag(s)
- Protective vest(s)
- Expandable baton and holder
- Holster(s)
- Radio and accessories
- OC-spray and holder
- Metal citation book holder

Immediate Supervisor

- Identification kit (if applicable)
- Police vehicle and building keys
- Audio, video, and/or photography equipment
- Department-owned mobile devices
- Any other equipment, not previously listed, assigned due to a specialized assignment
- Computer and related accessories

Chief's Office

- Police Photo Identification Card(s)/Proximity Card(s)
- Wellness center card
- Prescription drug card
- State telecommunications credit card
- COG credit card

Lead Firearms Instructor

- Firearms
- Ammunition

In the event of an employee's death, all assigned equipment, supplies, and/or uniforms will be collected at a reasonable time and with the assistance of the nearest relative or emergency contact on file with the Department.

Lost or Damaged Equipment

As outlined in *Chapter 26, Disciplinary Procedures*, any equipment returned damaged in excess of normal wear, or is lost, compensation to the City of Greenville is required. For specifics, refer to *Chapter 26, Disciplinary Procedures*.

<u>GREENVILLE POLICE DEPARTMENT STANDARD OPERATING PROCEDURES</u>		
22-3-5	<u>Related Policy Chapter: Light Duty/Worker's Compensation</u>	
<u>Date Initially Effective</u> 09/05/08	<u>By The Order Of:</u> William J. Anderson, Chief of Police	
<u>Date Revised</u> 03/08/11	<u>Date Reissued</u> 03/09/11	Page 1 of 3

A. PURPOSE

The purpose of this procedure is to provide specific guidelines, responsibilities, and forms for light duty and worker's compensation.

B. DISCUSSION

A limited amount of temporary light duty assignments may be provided for full-time employees who are injured or ill and temporarily unable to carry out their regular assignment, but can perform alternative duty. The decision to allow assignment to a light duty position shall remain with the Chief of Police or his/her designee. To that end, temporary light duty can provide these members with an opportunity to remain productive while recuperating. It can also provide a work option for officers who may otherwise risk their health and safety or the safety of others by remaining on duty when physically or mentally unfit for their regular assignment. Therefore, it is the policy of this Department that eligible personnel are given a reasonable opportunity to work in available temporary light duty assignments as provided under these guidelines.

Priority shall be given to those employees who are injured on-duty. If all the positions for light duty are filled and one of those positions is occupied by an employee who was not injured on-duty then any additional request received by an on-duty injured employee shall take precedence. The employee who was not injured on-duty but was in a light duty assignment shall lose their light duty status until such time another light duty assignment is vacated. This policy does not exclude the possibility that other needs within the Department may arise that would allow additional light duty positions. Only the Chief of Police or designee is authorized to exceed the amount of light duty positions. This policy shall not affect transfers of employees that meet the operational needs of the Department, but which are unrelated to physical limitation or condition of the employee.

Privileges of employees established under the provisions of the Family and Medical Leave Act, Fair Labor Standards Act, Americans with Disabilities Act, or other applicable federal or state laws are not affected.

C. DEFINITIONS

A *compensable injury* is defined by Worker's Compensation as an injury by accident arising out of and in the course and scope of employment. *Non-compensable* injuries occur when an employee is doing his or her normal routine task and there are no changes introduced into the task at hand. (An example of a compensable injury is an injury occurring during a training exercise and a non-compensable example is being injured while tripping or falling over a curb.) *Third Party Administrator* is the Worker's Compensation Insurance Company for the City of Greenville.

D. GENERAL GUIDELINES

Employees may not refuse temporary light duty assignments that are consistent with the recommendations of an attending physician or certified healthcare provider. The Chief, Deputy Chief, and Bureau Commanders shall be notified immediately when an employee has had a work related injury and returns to work with a note denoting modified/restricted duty.

E. AVAILABILITY

Temporary light duty positions are limited in number and variety. No specific position within this Department shall be

designated for use exclusively as a temporary light duty assignment. All assignments will be based upon operational needs of the Department and available funding. Light duty assignments are strictly temporary and normally should not exceed three (3) months in duration. After three (3) months, personnel on temporary light duty who are not capable of returning to their original assignment shall present a request for extension of temporary light duty, with supporting documentation, through the chain of command to the Chief of Police or his/her designee. Personnel who are injured or otherwise temporarily disabled in the line of duty shall be given preference in initial assignments to light duty. Employees who undergo non-disciplinary administrative action or are involved in a non-duty related injury, illness, or temporary disability would be considered for light duty assignment based on operational needs and with the approval of the Chief of Police.

F. EMPLOYEES RESPONSIBILITIES

Employees have required responsibilities through out the Workers Compensation/Light Duty period. Employees shall:

1. Notify the on-duty supervisor immediately in the event of an on-duty injury.
2. Notify the supervisor immediately if injured off-duty and unable to return to regular duty.
3. Contact 911 in the event of a medical emergency and have the Worker's Comp. secretary notified.
4. If not a medical emergency, obtain a Medical Authorization form, an Authorization for Release, Use and Disclosure of Protected Medical Information and a copy of your job description form the Worker's Comp. Secretary or the Accreditation Office.
5. Proceed to Med Center 1 during business hours, Monday – Friday, 8-5 unless otherwise directed due to holidays.
6. Obtain a note from the treating physician specifying whether or not the employee may return to normal duty after the physician reviews the employee's job description and deciding which task(s) the employee is unable to perform. In the event, the employee is unable to return to normal duty the note should include an assessment of the probable duration of the disability, prognosis for recovery and the nature of work restrictions.
7. Complete an Initial Accident Report (Form – WCG -01) immediately and place both the note and the Initial Accident Report in the Worker's Comp Secretary's mailbox.
8. Obtain a prescription card form the Worker's Comp. Secretary and use the card to have any prescriptions filled at the pharmacy of the employee's choice.
9. Make all requests for light duty in writing to the immediate supervisor.
10. Submit the request along with, a statement of medical certification supporting the requested reassignment, which is signed by the treating physician or a healthcare provider.
11. Submit to an independent medical examination at the City's expense should the Department require one.
12. Obtain authorization from the Third Party Administrator before going to any specialist appointments.
13. Provide a list of dates and times of all appointments with specialists to the Worker's Comp. Secretary and the appropriate Bureau Commander.
14. After every doctor's appointment turn in immediately all bills and medical evaluations
15. Complete along with the supervisor, the Notification of Modified/Restricted Duty form and discuss the assigned work and the projected length of time the employee will be on modified/restricted duty.
16. Provide weekly updates to the immediate supervisors and to the Bureau Commander, as to the employee's current medical status. (i.e. attended a doctor's visit, attended rehabilitation)
17. Cooperate fully when contacted by the City's Third Party Administrator and return promptly any correspondences. (phone calls, emails, letters)
18. Comply with all restrictions at work and at home

SUPERVISOR RESPONSIBILITIES

Supervisors of injured employees shall adhere to the following guidelines:

1. Document the incident/accident.
2. Ensure that the Worker's Comp. Secretary has been notified.
3. Explain the City's Worker's Compensation Procedure if applicable.
4. Complete the Worker's Compensation Checklist (form WCG-03) and the Initial Accident Report (form WCG- 01) for Work Related Injury/Illness if applicable.
5. Complete Supervisor's Investigation Report for Accidents and Incidents (form WCG – 02) within twenty- four (24) hours.

6. Provide a Medical Release Form and ensure that it has been completed by the employee.
7. Receive any request for light duty in writing only and forward the request along with the physician's statement through the chain of command to the Chief of Police or his/her designee.
8. Complete with the employee a Notification of Modified/Restricted Duty Form (WCG-04) once the light duty request has been approved.
9. Discuss the assigned work, according to the treating physician's notes, and the length of projected time the employee will be on modified/restricted duty.
10. Place an employee on temporary light duty if the supervisor becomes aware of a physical limitation or condition that makes the employee temporarily unable to perform his/her duties.
11. Investigate the accident/incident and discuss preventive measures.
12. Maintain contact with the employee.

Attachment A

GREENVILLE POLICE DEPARTMENT STANDARD OPERATING PROCEDURES		
22-2-1	<u>Compensation, Benefits, and Conditions of Work: Payroll Procedures</u>	
<u>Date Initially Effective</u> 02/09/01	<u>By The Order Of:</u> Hassan M. Aden, Chief of Police	
<u>Date Revised</u> 08/12/13	<u>Date Reissued</u> 08/12/13	Page 1 of 5

A. PURPOSE

The purpose of this directive is to establish guidelines and procedures for the reporting of employee payroll, wages, and compensation.

B. DISCUSSION

Every employee of the Greenville Police Department is responsible for insuring that their correct daily attendance data is reported to their immediate supervisor. Bi-Weekly Attendance Records will be completed and made available through all Bureau Commanders preceding every payday.

It is the policy of the City of Greenville to comply with all provisions of the Fair Labor Standards Act which apply to municipalities. The work week for the City of Greenville will begin at 8:00 a.m. Saturday and run to 8:00 a.m. the following Saturday. Civilian personnel working this schedule will be paid at basic hourly rates for the first 40 hours in the 7-day work cycle and shall be paid time and one-half for hours worked over 40.

The workweek for sworn police officers will begin at 7:00 a.m. on Saturday and end two weeks later at 7:00 a.m. Sworn personnel will be paid at basic hourly rates for the first 86 hours in a 14-day work period within the 28-day work cycle and shall be paid time and one-half for hours worked over 86. Any regularly scheduled hours worked prior to the Saturday 7:00 a.m. pay period will be included on the following pay period.

A list of positions determined by the City Manager to be exempt from the minimum wage and overtime pay requirements shall be maintained in the office of the Director of Human Resources. Sworn positions at the rank of Lieutenant and above within the police department are considered to be exempt.

C. DEFINITIONS

1. **Exempt Positions** – A list of positions determined by the City Manager to be exempt from the minimum wage and overtime pay requirements. (Lieutenant rank and above with the Greenville Police Department)
2. **Emergency Call Back** – Work performed by off-duty employees requested to return to work necessitated by a major emergency or extraordinary event as determined by the City Manager. (Exempt employees are not paid for hours worked during an Emergency Call Back.)
3. **Holiday Pay** – Employees shall be paid their regular hourly rate of pay for all days designated as City holidays. Employees who do not work the regular M-F work schedule and are expected to work on holidays when scheduled shall have holidays credited on a monthly basis such that 7.33 hours of the total annual hours of holiday time shall be credited each month. Holiday time may be accumulated up to a maximum of 40 hours.
4. **Compensatory Hours** - Non-exempt employees may be given time back in lieu of overtime as described in this procedure. Exempt employees do not earn or accumulate excess time or “comp” time. Compensatory hours must be used within the same pay period.
5. **Exception Time Report** – A report used to document any compensable time worked outside of scheduled work hours when that work exceeded more than ten continuous minutes.
6. **Overtime Pay** – Pay amounting to time and a half for hours worked over 40 hours within a 7 day workweek for civilian employees and 86 hours within a two-week pay period for sworn employees.

7. **Premium Pay** – Pay which equates to at least two hours when employees are called out for an investigation or court time and the actual time spent on the activity is less than two hours

D. PAYROLL CODES

1. AP Administrative Leave With Pay
2. AW Administrative Leave Without Pay
3. DE Declared Emergency
4. EE Emergency Time
5. FF Funeral Leave
6. HA Off Duty Hours Adjusted
7. HH Holiday
8. IC Inclement Weather
9. LN Longevity Pay
10. LS Spend Vacation in Lieu of Holiday
11. ML Military Leave
12. MO Mutual Aid Overtime Hours
13. OA Off Duty Work
14. OO Overtime
15. PP Premium Pay
16. RP Retroactive Pay
17. RR Regular Hours
18. S1 Sick Leave
19. ST School/Training
20. TB Time Base
21. V1 Vacation
22. WC Workman's Comp

E. SUPERVISOR'S RESPONSIBILITIES

1. Supervisors will have electronic payroll access to those employees assigned under their command.
2. Supervisors will be responsible for reporting the accurate work and leave hours for employees under their immediate command.
3. If an employee reports Exception Time worked and any leave time during the same pay period, the supervisor will subtract the amount of the exception time from the leave time.
4. Supervisors will record Exception Time that was not captured on the previous payroll in the "time adjustment screen" of the next payroll. Time carried over from the previous pay period will not factor into calculations made for the current pay period.
5. Supervisors are encouraged to enter payroll data on a daily basis to ensure information is kept up-to-date and ready for final processing.
6. Supervisors are responsible for ensuring that appropriate payroll adjustments are made once an employee has brought a discrepancy to their attention.
7. Supervisors must approve and submit all Leave and Exception Time Reports to the payroll administrator by the announced payroll deadline.
 - Supervisors will separate forms by individual employee in alphabetical order.
 - Forms shall be submitted in chronological order for each employee.
8. Supervisors who have attempted to correct a discrepancy, but are unable to, shall report the discrepancy to the Bureau's Staff Support Specialist as soon as possible.
9. Supervisors are responsible for conducting a supervisory review of each employee's payroll after the employee has verified payroll.
10. In the event an employee is unable to complete a leave request or exception time report before payroll is due, the employee's supervisor is responsible for completing the appropriate paperwork for payroll submission.

F. EMPLOYEE'S RESPONSIBILITIES

1. All Leave and Exception Time reports must be submitted no later than the next working day unless extenuating circumstances exist.
2. All employees shall review and verify electronically the completed payroll prior to the deadline announced by the payroll administrator prior to each payday.
3. If an employee discovers a discrepancy on their payroll, they shall verify the payroll with exceptions, and describe the nature of the discrepancy in the narrative.
4. Employees who find a discrepancy shall report the discrepancy to their supervisor as soon as possible.
5. If an employee fails to review and verify payroll within the allotted time period, a written reminder will be sent to the officer's direct supervisor for corrective action. Failure to verify payroll **3** or more times within a **12** month time period, without exigent circumstances, **will** result in disciplinary action for a Class I, Failure to Complete Assigned Duties.

G. STAFF SUPPORT SPECIALISTS RESPONSIBILITIES

1. Each Bureau's Staff Support Specialist is responsible for ensuring that payroll for their Bureau is accurate and ready for electronic submission by 10:00 am on the Monday preceding every payday.
2. If a Staff Support Specialist is unable to rectify a payroll discrepancy, the Bureau Commander shall be notified of the discrepancy as soon as possible.
3. All Staff Support Specialists responsible for their Bureau's payroll shall submit the payroll to the Administrative Services Bureau senior Administrative Assistant by 10:00 am on the Monday preceding every payday.
4. The senior Administrative Assistant will submit the completed payroll for the entire Department by 12:00 pm on the Monday preceding every payday, unless otherwise approved by Human Resources, due to extenuating circumstances.
5. In the absence of the senior Administrative Assistant, payroll shall be submitted to Human Resources by the Field Operations Bureau Staff Support Specialist.

H. EXCEPTION TIME REPORTS

1. An Exception Time Report is documentation of excess time worked outside the normal duty hours.
2. An Exception Time Report will be submitted for ALL excess time worked during a pay period.
3. Exception Time will be reported in 15 minute increments. Any Exception Time less than 15 minutes will be recorded as 15 minutes. Any Exception Time greater than 10 minutes, but less than 15 minutes will be rounded up to the next 15 minute increment.
4. Exception Time Reports will be submitted to the appropriate supervisor no later than the employee's next working day.
5. Exception Time Reports submitted for court attendance should include the related docket number or defendant's name. Exception Time Reports that occur due to extra hours worked should include information that identifies the specific duties, i.e. "accident at 10th & Evans", "armed robbery w/case number", etc.
6. Exception Time Reports will include both the start and end times reported as extra time worked. (i.e. 2 hours, 1700 to 1900)
7. Failure to report exception time prior to the affected pay period may result in disciplinary action for Failure to Complete Assigned Duties.
8. If an employee's supervisor is able to flex back exception time prior to the end of the designated pay period, the actual hour-for-hour time worked will be recorded on the date that the time was given back and the time flexed back will recorded on a Leave slip.
9. If an employee reports exception time worked and any leave time during the same pay period, the supervisor will subtract the amount of the exception time from the leave time.
10. In the event that hours worked are not submitted and captured on the payroll prior to the deadline, the exception time must be included on the following pay period. This time will be paid to the employee at the rate it would have been paid had it been reported on the correct payroll.

I. LEAVE TIME

1. Leave Reports will be completed for all leave taken from regularly scheduled time. Any deviation from regularly scheduled work shall be reflected on a Leave Report.
2. Leave Time will be reported in 15 minute increments. Leave Time will be rounded down to the next 15 minute increment. Leave Time of more than 10 minutes, but less than 15 minutes, will be reported as 15 minutes leave.
3. Leave time of less than 10 minutes need not be recorded; however, no employee can end their regular tour of duty without authorization from their supervisor.
4. If a supervisor is able to flex exception time back to an employee prior to the end of a pay period, a Leave Report will be completed for the date and time the employee flexed back. The employee will check the "Other" section and write "Flex Time for Exception Time on _____ Date" on the Leave Report.
5. Leave Reports will be forwarded to the Payroll Administrator by the announced payroll deadline.

J. PAYROLL DISCREPANCIES

1. If the completed payroll cannot be verified due to a discrepancy involving hours worked, an Exception Time Report will be completed recording the undocumented hours if one has not been completed. The employee shall then verify payroll with exceptions and note in the narrative the discrepancy found.
2. Exception Time that is not captured on the payroll will be recorded in the "Time Adjustment Screen" of the next payroll by the reporting supervisor.
3. If the completed payroll can not be certified due to a discrepancy involving Leave Time, a Leave Report will be completed and submitted to the Payroll Administrator Administrative Assistant. The Payroll Administrator will notate the payroll change and the employee will then certify the corrected payroll.
4. If the completed payroll can not be certified due to a discrepancy related to an off-duty assignment, an Off-Duty Adjustment Sheet will be completed and a copy attached to the employee's payroll sheet. The "original" Off-Duty Adjustment Sheet will be returned to the Off-Duty Coordinator so the time can be reported on the next payroll. The employee will then certify the payroll.

K. TRAINING TIME

1. Training Time shall be recorded hour-for-hour as ST on the payroll.
2. Travel time shall be recorded hour for hour as RR when the travel is within the employee's regularly scheduled work hours.
3. If an employee attends training on their scheduled day off, an Exception Time Form shall be submitted.
4. If an employee attends training on a workday and the training hours equal less than their regular work hours, the supervisor will record the actual training hours as ST and the balance time as TB, which will be paid as regular time. (Example: An officer is regularly scheduled to work 11.5 hours on patrol for Tuesday, but attends an 8 hour training course instead.) The payroll should reflect 8 hours ST and 3.5 hours TB. A TB balance will only be granted if 7 or more hours have been accumulated for that day. Anything less than 7 hours will be run as hour for hour and the employee will need to return to work *or* submit a Leave Form.)
5. Any Exception Time that is recorded within the same pay period will be subtracted hour for hour from reported TB Time. TB Time can not be factored into overtime the next payroll.
6. Travel time for training outside of Pitt County that is outside of an employee's regular work schedule, is only compensable for the person operating the vehicle. If an exempt employee is attending the training with other employees, that employee will be the one to operate the vehicle. If no exempt employee attends training, the driving duties will be divided equally among the non-exempt employees.

L. OVERTIME

1. A civilian employee begins earning Overtime pay after 40 hours of actual work during each work week.
2. All sworn personnel begin earning Overtime pay after 86 hours of actual work during each pay period.
3. Compensable time will begin when the employee first gets into their vehicle to respond to the call, not when they receive the telephone call or page. Compensable time ends once they reach their home after completing their service.

M. COURT TIME

1. Compensable time begins when the officer gets into their vehicle to respond to court and ends when the employee arrives back at their residence. Court Time will be paid at Premium Pay, or at a minimum of two hours when the actual time spent in court is less than two hours.
2. Officers who must respond to court outside of regularly scheduled hours for court time **not** related to their position within the Department will not be compensated.

N. PREMIUM PAY

1. Premium Pay is used when employees are called out for an investigation or are scheduled for court on a regularly scheduled day off and the actual time spent on the activity is less than two hours.
2. Compensable time will begin when the employee first gets into their vehicle to respond to the call, not when they receive the telephone call or page. Compensable time ends once they reach their home after completing their service. If the employee is not returning to their residence, compensable time ends once they have completed the activity.